

**The Commonwealth of Massachusetts
EMPLOYEE PERFORMANCE REVIEW FORM**

Name:	Allan C. Stevenson	Evaluation Year:	FY08
Agency:	Department of Public Health	Location/Unit:	State Laboratory Institute
Job Title:	Laboratory Supervisor II	Functional Title:	
Supervisor	Julianne Nassif	Reviewer:	

The employee and supervisor should consult their EPRS Guide for a full explanation of the purpose and the process of employee performance review. Detailed instructions for completing this form are presented in the EPRS Supervisors Guide.

A Performance Planning: Employee and supervisor meet to plan the work for the year

Discuss contributing role of employee in unit Discuss and finalize the duties and criteria

Primary Job Duties and Performance Criteria: On the reverse side list the employee's primary job duties from the most current position description and the performance criteria which will be used to evaluate the employee's performance of these duties during the performance period. Copies of the reverse may be used if more space is needed.

Signature: _____

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached: yes no

yes no

yes no

B Progress Review: Employee and supervisor meet to help the employee meet the criteria

Discuss progress for each duty

Assign advisory rating for each duty

Assign advisory rating for overall performance

Progress Review Summary Rating: Exceeds Meets Below

Supervisor's Comments:

Signature: _____

Employee/Date

Supervisor/Date

Reviewer/Date

Comments attached: yes no

yes no

yes no

C Annual Review: Employee and supervisor meet to evaluate job performance Discuss job performance over whole year

Rate performance for entire year for each duty Rate overall performance for entire year Formulate a Development Plan at the option of the employee-

Plan attached: yes no

Annual Review Summary Rating: Exceeds Meets Below

Supervisor's Comments (explain ratings of unsatisfactory expectations, unanticipated contributions, areas of and unusual attendance pattern(s):

Supervisor: _____
signature/date

Employee: agree disagree with this evaluation.

Employee's comments:

Employee: _____
signature/date

Reviewer's Determination: On the basis of my review I have determined that the employee's rating is:

 Exceeds Meets Below

Reviewer's comments:

Reviewer: _____
signature/date

Employee: agree disagree with the reviewer's determination. Employee's final comments:

Employee's comments:

Employee: _____
signature/date

Attendance: Number of days sick leave used

Number of days
off the payroll

Number of days tardy

Primary Job Duties / Performance Criteria															
Duty 1:	Supervises the Amhest Drug Analysis Laboratory														
Performance Criteria: (Performance is successful if:)															
<p>Supervises and meets with laboratory staff.</p> <p>Reviews the recommendations of the laboratory staff to coordinate the policies and procedures of the laboratory.</p> <p>Consults with laboratory staff on the needs of the laboratory.</p> <p>Coordinates and approves the work schedules of the laboratory staff.</p> <p>Meets with the Boston Laboratory Supervisor to coordinate the operations of the Amherst and Boston Laboratories.</p>															
ACTUAL PERFORMANCE <table> <tr> <td>Progress Review:</td> <td>Exceeds</td> <td>Meets</td> <td>Below</td> <td>Annual Review:</td> <td>Exceeds</td> <td>Meets</td> <td>Below</td> </tr> </table> <p>Progress Review Comments:</p> <p>Annual Review Comments:</p>								Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below
Progress Review:	Exceeds	Meets	Below	Annual Review:	Exceeds	Meets	Below								
Duty 2:	Meets with the Laboratory Director regarding the operation of the Drug Analysis Laboratory.														
Performance Criteria: (Performance is successful if:)															
<p>The Laboratory Director is advised of the performance of the Drug Analysis Laboratory.</p> <p>The Laboratory Director is advised of the needs of the Drug Analysis Laboratory.</p>															
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Duty 3:	Designs, develops and tests the Drug Laboratory Database.														
Performance Criteria: (Performance is successful if:)															
<p>Advises the programmer regarding the design and functionality of the database.</p> <p>Designs the drug analysis reports.</p>															
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Duty 4:	Oversees the budget of the Amherst Drug Analysis Laboratory.																	
Performance Criteria: (Performance is successful if:)																		
Reviews and approves the expenditures of the laboratory. Assesses the equipment needs of the laboratory to make recommendations for the capital budget.																		
ACTUAL PERFORMANCE																		
Progress Review: Exceeds		Meets	Below	Annual Review: Exceeds		Meets	Below											
Progress Review Comments:				Annual Review Comments:														
Duty 5:	Performs routine and complex analyses on drug samples as needed for the enforcement of the Controlled Substances Act.																	
Performance Criteria: (Performance is successful if:)																		
Analyses are performed on routine and complex samples. Analyses are performed accurately and in a timely manner. Expert testimony is provided in court to support the accuracy of the analytical findings.																		
ACTUAL PERFORMANCE																		
Progress Review: Exceeds		Meets	Below	Annual Review: Exceeds		Meets	Below											
Progress Review Comments:				Annual Review Comments:														
Duty 6:																		
Performance Criteria: (Performance is successful if:)																		
ACTUAL PERFORMANCE																		
Progress Review: Exceeds		Meets	Below	Annual Review: Exceeds		Meets	Below											
Progress Review Comments:				Annual Review Comments:														